

RISK ASSESSMENT – FOR IMP CLUB OUTDOORS 2-3 DAY STANDS (INCLUDING OVERNIGHT STAYS)

Below is a basic risk assessment template covering most foreseeable; hazards, risk levels, controls to mitigate risk

No.	What are the hazards?	Who might be harmed and how?	What are you doing already?	Action by who?	Action done when?
1	Collision / Fire / Fumes. Display Vehicles	Drivers/Passengers/Contractors/ Stand Staff/Event Staff/Venue Staff/Public	<input type="checkbox"/> Competent licenced drivers <input type="checkbox"/> Obey speed limit on site <input type="checkbox"/> Know where fire extinguishers are positioned locally <input type="checkbox"/> Care to be taken when moving vehicles to ensure public safety <input type="checkbox"/> Collect declaration forms from owners	Organisers	Before and during event
2	Injuries sustained from loading and unloading. Manual Handling	Contractors/ Stand Staff/ Event Staff/ Venue Staff	<input type="checkbox"/> All stand staff/volunteers are trained in manual handling <input type="checkbox"/> All staff/volunteers share loading and unloading workload evenly <input type="checkbox"/> Heavy, awkward and bulky items moved by trolley to minimise handling	Organisers	Before event
3	Electric Shock/Electrical Fire/Injury from Electrical Equipment	Contractors/Stand Staff/ Event Staff/Venue Staff/ Public	<input type="checkbox"/> All electrical equipment to be checked before use <input type="checkbox"/> All portable Imp Club electrical equipment to have a current PAT Certificate	Organisers	Before event
4	Slip/Trip Hazard. Cables/ Trailing leads	As above	<input type="checkbox"/> No electrical wires whatsoever will encroach onto walkways <input type="checkbox"/> All trailing leads and cables on stands will be taped down and/or covered in reinforced rubber matting/tracking	Organisers	Before event
5	Fire, Explosion, Skin burns, fume and smoke inhalation. Flammable Liquids. Camping Barbeques	As above	<input type="checkbox"/> Use of any flammable/inflammable liquids for any purpose during the event only after approval by the Event Safety Officer <input type="checkbox"/> Use of any flammable/inflammable liquids at any time during the event will be monitored by Stand Staff and Event/Venue Staff <input type="checkbox"/> No LPG gas will be used <input type="checkbox"/> Appropriate fire extinguishers will be positioned locally <input type="checkbox"/> All roadways in camping areas must be kept clear of parked cars and guy ropes. <input type="checkbox"/> A safe distance must be left between you and your neighbour's camping units. <input type="checkbox"/> Do not leave tent pegs or anything else in the ground that could cause injury <input type="checkbox"/> Charcoal and Gas BBQs are permitted provided they are raised off the ground. <input type="checkbox"/> BBQs should never be used inside tents or other confined areas as they give off poisonous gases and may cause a fire <input type="checkbox"/> Open fires are not permitted	Organisers	During event

Please tick the relevant boxes where applicable

Organisers: _____

Date: _____

Event: _____

Stand Name/number: _____

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